

## INCOME TAX RETURN CHECKLIST

Name of taxpayer: \_\_\_\_\_ Address: \_\_\_\_\_  
 Tax File Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Spouse Name: \_\_\_\_\_ Spouse DOB: \_\_\_\_\_  
 Bank Account Name: \_\_\_\_\_ BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Has any information changed from your last tax return: Y \_\_\_\_\_ N \_\_\_\_\_

INCOME AND INFORMATION REQUIRED	Total in \$	N/A
PAYG payment summaries (e.g., from employers)/income statement		
Lump-sum payments (e.g., employment termination payment)		
Partnership distribution statement, including a copy of the partnership return		
Trust distribution statement, including a copy of the trust's tax return		
Foreign source income and foreign assets or property		
Allowances, Earnings, Tips, Director Fees etc. (things like travel allowance, tips, meal allowances.		
Australian Government Allowances and Payments		
Other income – such as royalties, scholarships or jury fees etc		
Please provide Bank Statements stating interest earned, including term deposits, Dividend statements, Employee share scheme statements, Managed fund annual tax statements, and capital gains tax statements. If shares or crypto were sold provide Buy/Sell contract certificates. If you have sold or disposed of any other assets we will need the purchase date and cost as well as the sale date and the disposed amount to calculate any capital gains liability.		

WORK-RELATED AND INFORMATION REQUIRED	Total in \$	N/A
Value of depreciable assets budgets during the year (e.g., laptops)		
Value and receipts for home office expenses		
Cost of Professional journals/trade magazines		
Cost of Professional members/subscriptions/union fees		
Value and Receipts for continuing professional development courses and seminars		
Value and Receipts for self-education expenses		
Value and Receipts for other work-related deductions such as protective clothing, uniform expenses, tools and equipment, and travel		
Cost of Internet access and mobile phone. Let us know what % was used for work for each.		
How many hours did you work from home?		
Any work-related travel you paid for including receipts for meals, accommodation, car hire, air travel, Uber and Tax, tolls, parking etc		
If a Motor vehicle was used for work you can use either the logbook method which requires a logbook and receipts for expenses or cents per KM, you will need to know the km travelled for work in the year.		

Email this form to: [taxreturn@taxassistau.com.au](mailto:taxreturn@taxassistau.com.au)  
and we will be in touch shortly

OTHER DEDUCTIONS AND INFORMATION REQUIRED	Total in \$	N/A
Value and Receipts for donations of \$2 and over to registered charities		
Expenditure incurred in managing tax affairs (e.g., tax agent's fees)		
Expenditure incurred in earning interest, dividends, and other investment income (e.g., investment advice fees)		
Cost of Income protection insurance, or sickness and accident premiums		
Any additional super contributions including the notice of intent to claim from the super fund		

RENTAL PROPERTIES AND INFORMATION REQUIRED	Total in \$	N/A
Date when the property was purchased, including details of co-ownership if applicable		
The period property was rented out during the income year.		
Provide records detailing rental income and expenses (annual statement from property agent, if engaging services of an agent)		
You will also need Loan statements for the property showing interest paid for the income year and any expenses incurred such as water charges, land tax, and insurance premiums		
Provide details of depreciable assets bought or disposed of during the year and details of any capital works or additions on the property		
If the property was disposed of during the income year provide information including the purchase and sale documents, solicitor fees, settlement sheets, agents, commission, advertising, etc.		

OFFSETS/REBATES AND INFORMATION REQUIRED
If you have a spouse or Defacto provide details of any superannuation contributions for a spouse, partner's income, date of birth, and full name. Also details of dependants, including their age, occupation, and income.
Provide any private health insurance statement

IF OPERATING AS A SOLE TRADER
We will require a cashbook, which includes records of drawings taken before the business takings were banked. Provide copies of the Business Activity Statement lodged, and copies of PAYG summaries/income statements and employees.
We will request details of any government grants, rebates, or payments received. Details of superannuation contributions for employees
Details of any assets purchased, including date of purchase and amount
Payments of salaries and superannuation to associates
Records from accounting software (e.g., trial balance, profit, and loss, and balance sheet)
Notice of superannuation contributions for self-employed persons including notice of intent to claim from the super fund
Statements of all liabilities of the business

OTHER INFORMATION
Copies of Instalment Activity Statements lodged
Any other information that you think is relevant

Email this form to: [taxreturn@taxassistau.com.au](mailto:taxreturn@taxassistau.com.au) and we will be in touch shortly